

Criteria Definitions for Flight Instructor Refresher Clinic Services

Scoring Criteria 1: Qualifications/Expertise of Firm(s) on the Team Providing the Services

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
 - List the type(s) of expertise that each firm on your team can provide;
 - How long has each firm on your team provided these type(s) of expertise;
 - For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees that each firm on your proposed team has nationwide; and
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
Has the prime consultant worked with proposed sub-consultants on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.
- C. Include the following items:
Provide a list of up to five clinics that each firm on your team has completed within the last two years. The clinics must demonstrate the required expertise needed for this project. Include the work/services provided on the clinic(s) and the approximate consultant fee of each clinic.

Scoring Criteria 2: Qualifications of Proposed Project Manager

Min pts 0 : Max pts 20

The number of proposed Project Managers is limited to a maximum of three

- A. Include the following items:
Provide up to three examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager for FIRC's. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.
- B. Include the following items:
Demonstrate each Project Manager's familiarity with relevant state and federal regulations and/or procedures.
- C. Include the following items:
Provide up to three examples of each proposed Project Manager's ability to manage all of the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations for each proposed Project Managers; include the year that each license/accreditation was received. Please include the licenses that were obtained on a state and federal level, i.e. FAA certificates, and any State of Washington licenses.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Management System (Prime Consultant Only)

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your project team;
- Describe your firm's ability to provide interaction with your client and/or stakeholders; and
- Describe your firm's ability for ensuring timely delivery of services that meet the requirements of this solicitation and effective communication with the state's contract manager.

Scoring Criteria 5: Clinic Content

Min pts 0: Max pts 20

A. Include the following items:

- Description of your course outline;
- A copy of the clinic's agenda;
- A brief description of each topic included in your course agenda; and
- Description of media utilized for presentation of each topic.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for clients in the last two (2) years. Include the following information:

- Project name;
- Dates of service on project(s);
- Dollar amount your firm received on project(s);
- Contact name;
- Contact phone number; and
- Name of your project manager on project(s).

Scoring Criteria 7: Cost Factors (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

- Overhead rates: Overhead rate with supporting overhead schedule for the most current fiscal year;
- Direct (raw) labor costs: Listing of all proposed personnel with associated direct (raw) labor costs;
- Profit: Proposed fee based on direct (raw) labor costs, between 17% and 35%. Please see the "Consultant Fee Calculation Worksheet."

B. Include the following items:

- Provide a breakdown of the cost for each clinic, including overhead, direct labor costs, proposed profit, and reimbursables.